



Jon S. Corzine
Governor

George Yefchak
Acting Chair

Stuart Rabner
Attorney General

Mark J. Ferrante
Juvenile Justice Specialist

Howard L. Beyer
Executive Director
Juvenile Justice Commission

State of New Jersey
**GOVERNOR'S JUVENILE JUSTICE AND DELINQUENCY
PREVENTION COMMITTEE
P.O. Box 107
TRENTON, NEW JERSEY 08625-0107
(609) 341-5059**

March 13, 2007

Dear Chaperone:

As you are aware, every year the Juvenile Justice and Delinquency Prevention Committee and the Juvenile Justice Commission host the Annual Celebration of Womanhood Conferences for New Jersey's young women. This year's theme is *Step Up Your Game My Sister: A Call For Sisterhood and Respect*. As a precautionary measure, and in keeping with the theme of sisterhood and respect, we are implementing and enforcing certain conduct guidelines that will make the conference a pleasant experience for all who attend.

In an order for any agency, organization, school, or service provider to attend, **they must submit a registration form prior to the registration deadline**. In addition, each agency must adhere to the student-staff ratio, which will be 6:1. For every six students registered, there must be a least one staff member registered for and present at the conference. Please note that the registration process will be slightly different this year. Each staff member must submit a signed contract (please see attached) with the conference registration forms (1 form per participant). Once the signed contracts and the conference registration forms are returned, the agency will receive a letter via email or postal mail confirming your registration. In order to gain admittance to the conference, you must produce this email/letter during the morning registration process.

The aforementioned contract will outline the roles, responsibilities and expectations of those staff members chaperoning young women at the conference. Please note that any agency that brings young ladies whose conduct is disrespectful and/or unruly, will be asked to leave and may not be invited to attend future conferences. Therefore, we ask that all staff attending this conference actively supervise their students. In addition, we also ask that each agency not invite young ladies who have severe behavioral and/or adjustment problems.

Please note that a portion of the required contract will require that all agencies, organizations, schools, or service providers arrive on time and stay for the entire conference. If the agency cannot adhere to this clause, then that agency will be placed on a waiting list, as first priority will be given to those who can remain for the entire conference. If an agency chooses to leave early, its students will not have the opportunity to acquire any of the giveaways.

Thank you for supporting the Annual Celebration of Womanhood Conferences. If you have any questions or concerns regarding these codes of conduct, please feel free to contact Danielle Hill-Scott, Gender Specific Services Coordinator, at (609) 341-3801 or via email at Danielle.Hill-Scott@njjc.org.

Sincerely,

Danielle Hill-Scott, MSW, C-SSWS
Gender Specific Services Coordinator

New Jersey is an Equal Opportunity Employer

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Celebration of Womanhood Guidelines for Staff and Student Conduct

Please have the program director and each staff member attending this conference **sign and return the bottom portion** of this form with a completed registration form. By signing this form, I agree and comply with the following:

- My agency, organization, or school will pre-register for this conference before the deadline, which is written on the conference brochure. It is my understanding that if my agency does not return registration forms and a signed copy of this contract, or if the required information is not returned before the deadline, then my agency will not be eligible to attend the 2007 Annual Celebration of Womanhood Conference.
- I understand that my agency is not considered registered until I receive confirmation from the Juvenile Justice Commission via email or postal mail. I understand that the Juvenile Justice Commission will not issue a verbal or telephone confirmation to any agency.
- My agency, organization, or school will adhere to the student to staff ratio of **one staff member for every six students**. It is my understanding that if my agency does not adhere to this clause, my agency will not receive confirmation of attendance. I further understand that if I arrive at the conference with less than the required staff, I will not gain admittance to the conference.
- The students and staff members representing my agency will arrive at the conference during the time set aside for conference registration (between 8:00 and 9:00 AM). It is my understanding that if my representatives cannot adhere to this stipulation, then they will be placed on a waiting list, as first priority will be given to those who can and will arrive on time. If my agency representatives arrive late to the conference, the conference staff has the discretion to allow admittance to the conference.
- The students and staff members representing my agency will stay for the entire conference. It is my understanding that if my agency representatives leave the conference early, they will not get any giveaways and may not be invited to attend this conference next year.
- The staff members representing my agency are responsible for the active and complete supervision of all students who attend this conference. It is my understanding that if any of the students representing my agency become disrespectful and/or unruly, the entire group will be asked to leave and may not receive an invitation to future conferences.

Program Name _____ Agency/ School Name _____
Address _____
Contact Person/ Program Director/ Parent or Guardian _____
Phone Number _____ Email Address _____

All Staff Members Attending Conference:

Printed Staff Member's Name	Staff Member's Title	Staff Member's Signature

Program Director (signature)/
Parent or Guardian (signature)